IDOT Safety Portal

Administrator's Guide

1 Introduction

The Administrator's Guide provides information on the functions found in the Administration module of the Safety Portal. These functions can be accessed either by selecting them from the menu on the left side of the Safety Portal window or by clicking the Administration icon in the middle of the Safety Portal window.

The Administration module of the Safety Portal contains the following five functional areas:

- Announcement Manager
- Dashboard
- User Manager
- Vett Users
- Common Errors Manager

2 Announcement Manager

The Announcement Manager provides the ability for Safety Portal Administrators to create, manage, and terminate Safety Portal announcements.
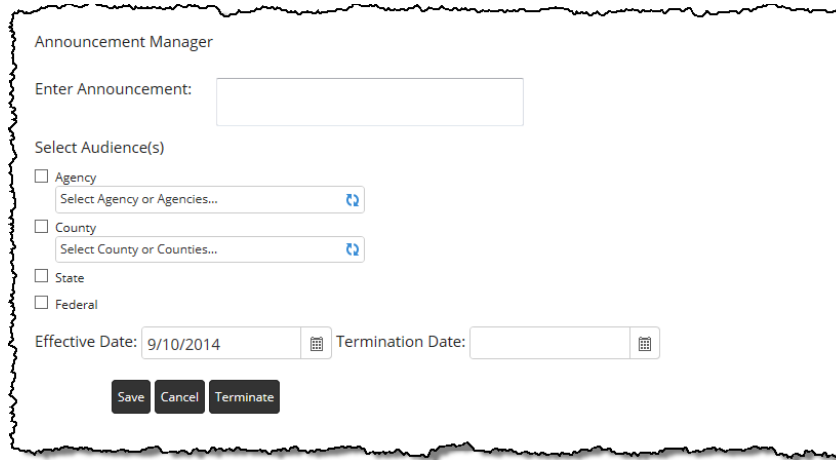
The Announcement Manager page contains three parts:

- Add New Announcement button
- Search function
- List of current announcements

2.1 Adding a New Announcement

To add a new announcement, click the Add New Announcement button. The page for creating a new announcement is displayed as shown below.

```
Announcement Manager

Enter Announcement:     [_____]

Select Audience(s)
 □ Agency
    [ Select Agency or Agencies...        ↻ ]
 □ County
    [ Select County or Counties...        ↻ ]
 □ State
 □ Federal

Effective Date: [9/10/2014    📅]  Termination Date: [          📅]

      [Save] [Cancel] [Terminate]
```

Each announcement has four parts:

Message	The message can be up to 300 characters long.
Audience(s)	The Safety Portal provides the ability to designate which Safety Portal users will see each announcement. The Select Audience(s) part allows a Safety Portal administrator to select the Safety Portal users who will see the announcement.
	An announcement can be designated for all users or select users.
	To designate an announcement for all users, check none of the boxes in the Select Audience(s) part.
	To designate an announcement for all law enforcement agency users, check the Agency box. Similarly, for all county engineers, state, or federal users - check the appropriate box. You can also check any combination of these boxes to designate an announcement for multiple groups of users.
	To designate an announcement for one or more individual law enforcement agencies, check the Agency box and select the individual agencies from the drop down list. Similarly, you can designate an announcement for one or more individual counties. The Agency and County drop down lists are only enabled when the Agency or County checkboxes are checked. An announcement can be designated for a combination of audiences that include individual agencies or counties.
Effective Date	The Effective Date is the date the announcement will become visible to the designated audience(s). This field can be set to a date in the future to delay making an announcement visible until a future date.
	This field is set to the current date by default.

Termination Date	The Termination Date is the date the announcement will stop being visible to the designated audience(s).
	This field is left blank by default, which sets no termination date for the announcement, making the announcement visible to the designated audience(s) indefinitely.
	If you are not sure when the announcement should be terminated, you can leave this field blank when creating the announcement and edit it later to add a termination date.

To create a new announcement:

1. Enter the announcement message
2. Decide and configure the audience(s) to receive the announcement
3. Set the Effective Date if not the current date
4. Set a termination date if you do not want the announcement to display indefinitely
5. Click the Save button

At any time during the create process you can click the Cancel button to discard any entries made on this page.

For information on the Terminate button, see the section below on Terminating an Announcement.

2.2 Viewing/Editing Existing Announcements

The lower portion of the Announcement Manager page contains a grid that displays the list of existing announcements. For each announcement it shows the announcement message, the date the announcement became effective (was displayed to Safety Portal users), and the Termination Date (the date the announcement would be removed from user viewing). When the Termination Date is blank, there is no termination date specified and the announcement displays indefinitely but can be manually terminated.
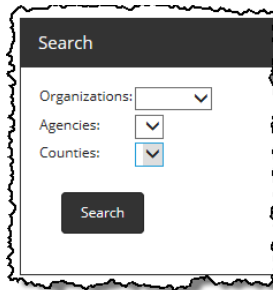
To view information about an announcement or to edit the details of an announcement, click the Edit button associated with the announcements. The edit page shown below will appear.
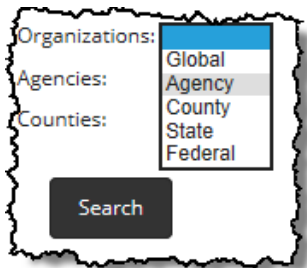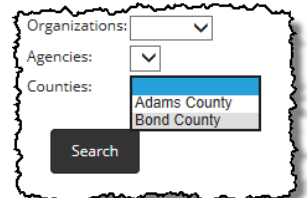

See the previous section on Adding a New Announcement for a description of each of the announcement fields. Every field can be changed. Any changes made in the Select Audience(s) area will change who will be able to view the announcement.

When finished making changes click the Save button. If the Cancel button is clicked before the Save button is clicked, all changes will be discarded and the announcement will remain as before.

2.3 Searching Announcements

The Announcement Manager includes a search mechanism that provides for filtering the list of announcements to show only those announcements designated for a particular group of users.

	The Organization drop down allows for selecting announcements designated for all users (Global) or announcements for any one of the four user groups (Agencies, Counties, State, Federal).
	The Agencies and Counties drop downs allow for selecting announcements designated for a specific agency or specific county. Only agencies or counties designated for existing announcements will appear in the Agencies and Counties drop downs.

To filter the list of announcements on the Announcement Manager page, set the appropriate drop down menu and click the Search button.

When all drop down menus are blank, clicking the Search button will display all existing announcements.

2.4 Terminating an Announcement

An announcement can be terminated (removed from viewing) in two ways:

1. Set the Termination Date field for the announcement. The announcement will no longer be visible at 12:01 am on the date entered.
2. Click the Edit button for the announcement to view the announcement details. On the announcement details page, click the Terminate button. You will receive a confirmation dialogue message asking "Are you sure you want to terminate this announcement?" Click OK to terminate the announcement. The Safety Portal display with refresh to display the list of existing announcements and the terminated announcement will no longer be visible. It will also no longer be visible to Safety Portal users.

3 Dashboard

The Administration Dashboard provides the ability for Safety Portal Administrators to view which law enforcement agencies have reported fewer crashes during a specific month than their previous 5-year average (under-reporting).
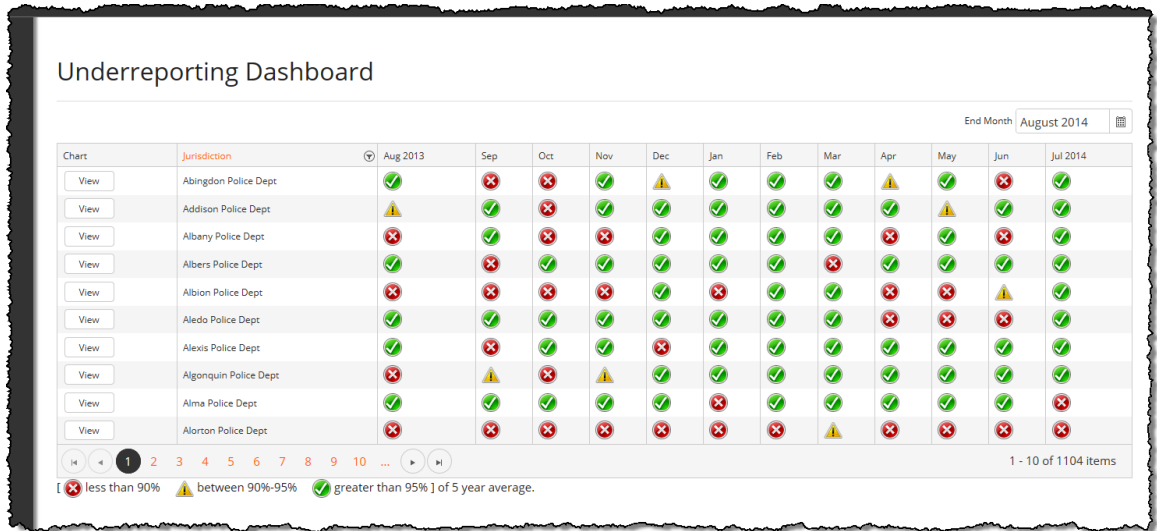
The Dashboard display shows under-reporting indicators for a 12 month period. The 12-months displayed are the 12 months prior to the month selected in the End Month field. The main dashboard page shows the status of all agencies for each month displayed.

3.1 Viewing Agency Details

When viewing the list of agencies, you can click the View button beside an agency to view the numbers on which the agency's status for that month are based.
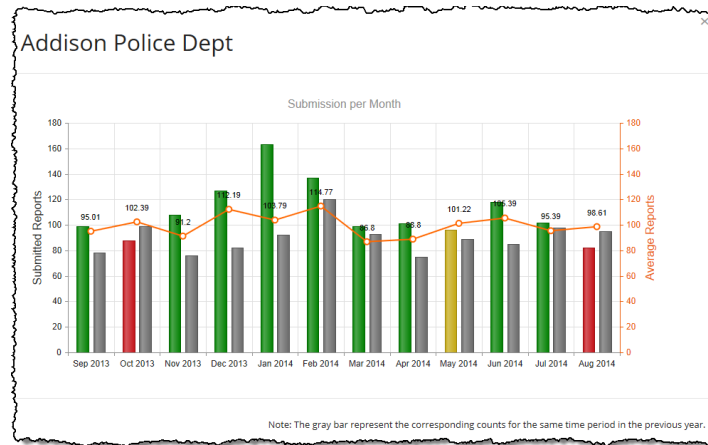
The grey bar represents the counts for the same period in the previous year. The orange horizontal line and circles reflect the 5-year average for each month. The green, red, or yellow bars reflect the status relative to the orange line.

Green: current counts are above 95% of the 5-year average

Yellow: current counts are between 90% and 95% of the 5-year average

Red: current counts are less than 90% of the 5-year average

Click the "x" in the upper right hand corner to close the agency details.

3.2 Filtering for an agency

With the agency grid, you can click the filter option to quickly and easily filter the long list of agencies to the agency you want. The filter dialog has a number of different comparison operators by "Starts With" is probably the most useful as shown below:


The filter can be cleared to resume showing the whole list of agencies.

4 User Manager

The User Manager provides a way for Safety Portal administrators to do the following:

- View the list of all users who have requested access to the Portal

- View the status of any user who has requested access to the Portal (Requested Access – waiting to be Vetted, Waiting to be Approved, Denied, Assigned as a Vetter, Vetter Revoked)

- Assign or revoke a user as a Vetter; Approve or Deny user access to the Portal

- View information about each user including their User Name, Email address, Organization type, who they work with

- View a history of access-approval actions performed for the user, the identity of each performer of the action, and the date-time of the action

Below is an image of the User Manager main page.
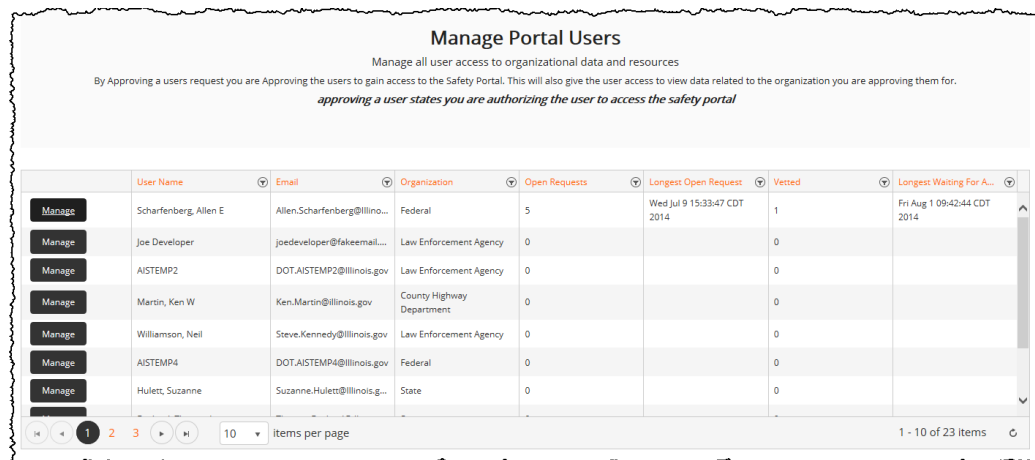
The following table describes each column on the User Manager table on the main page.

Column Name	Description
User Name	Name of user
Email	Email address user entered when applying for Illinois.gov account
Organization	Organization type for which the user requested access
Open Requests	Indicates the number of open requests the user has made for access to the Safety Portal. Multiple requests indicate the user has requested access through multiple organizations.
Longest Open Request	The date of the earliest request that is still open for this user.
Vetted	Number of requests for access from the user that have been vetted and are waiting for DTS approval.
Longest Waiting For Approval	The date of the earliest request that has been vetted but is waiting for approval.

The User Manager table can be sorted and filtered.

Clicking on the Manage button for a user displays the Registration Information page for that user as shown below.

If a user has requested access through more than one organization, there will be an entry for each organization which is identified in the I Work With column.

Clicking the arrow beside the I Work With column for an entry displays the registration history for that user as shown below.

NOTE: In rare cases where ARM is unavailable, an error will occur when the Vetter or Approve buttons are clicked. A big red error message will display above the grid. In situations like that, please contact BIP support to confirm that ARM is operating correctly. This error will NOT allow the user to be granted the necessary roles in ARM thereby making sure the Safety Portal stays in synch with ARM.

5 Vett Users

The Vett Users function is used by both Safety Portal administrators and members of organizations who have been assigned the responsibility for vetting members of their organizations. Therefore, this function is described in detail in a separate document available to both administrators and vetters, the Organization Vetters Guide. Please see that guide for information on this function located in the Administration area of the Safety Portal.
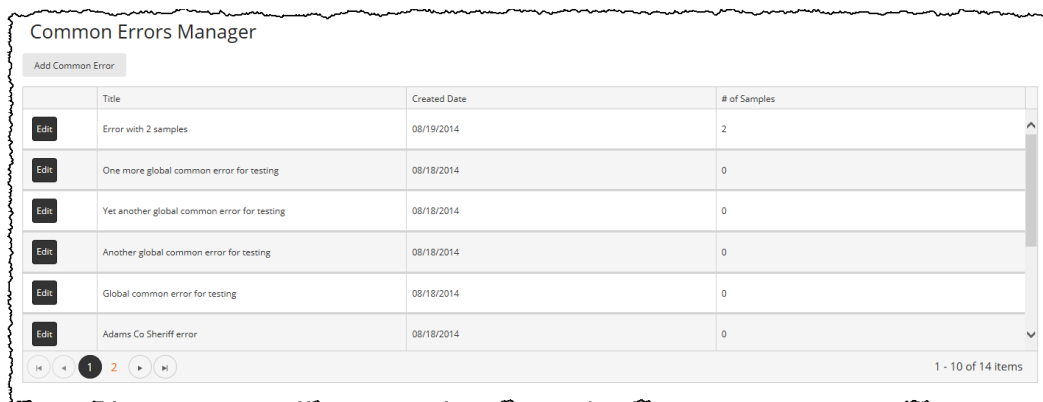
6 Common Errors Manager

The Common Errors Manager provides a way for Safety Portal administrators to communicate to law enforcement agencies when errors are being made when law enforcement completes the SR 1050 Illinois Traffic Crash report.

This area allows an administrator to do the following:

- Create a common error entry that includes a title and description of an error that is being made

- Attach an image of an SR 1050 form illustrating the error being made through symbols and notes superimposed on the image

- Designate the common error entry to be visible to all law enforcement and county engineer users of the Safety Portal or designate the common error entry to be visible to only one or more selected law enforcement agencies

- Assign a date when the common error entry will be removed for view of the designated recipients

When the Common Errors Manager menu item is selected, the Common Errors Manager page is displayed as shown below.

This page lists all the currently active and therefore, visible common error entries. This view shows the title of each entry, the date it was created, and the number of samples images attached.

6.1 Adding a Common Error

To add a new common error entry, click the Add Common Error button. The page for creating a new common error entry is displayed as shown below.

Each common error entry has five parts:

Title	A title for the common error entry that appears in the list of common error entries for users.
Description	A detailed description of the error being committed
Quit Showing date	A future date that can be set on which the common error entry will no longer be visible to users. The entry will stop be visible at 12:00 am on the date specified.
Select Agency or Agencies	If no agency is selected, the common error entry is visible to all law enforcement agencies and all county engineers. If one or more law enforcement agencies are selected, the common error entry is visible to only those selected.
Select (example) files	One or more images of the SR 1050 form with notes and other markings superimposed to identify the error being committed can be associated with a common error entry. Once the images have been created, use the Select files button to select and upload them. When an example is added to a common error entry, the wording at the top of the page, "No Examples Associated with Common Error" changes to a link that says "View Examples". Click this link to view the example images.

Only the Title and Description are required.

To create a new common error entry:

1. Enter a Title
2. Enter a Description
3. If desired, select a Quit Showing date
4. If the common error is not intended to be viewed by all law enforcement and county users, select one or more law enforcement agencies to view this entry
5. Attach any example images
6. Click the Save button

At any time while creating a common error entry, clicking the Cancel button will redisplay the list of common errors and not save any entries that were made.

6.2 Viewing-Editing a Common Error Entry

The Edit button associated with an entry can be clicked to view details about the entry and to edit the entry. The page to view and edit an entry is the same as for creating an entry, which is described and shown above.

All parts of an entry can be edited including the following:

- Change the Title

- Change the Description

- Change, add, or delete a Quit Showing date

- Add, change or delete selected agencies

- Add or delete example images

6.3 Viewing-Editing Entry Examples

To view the examples associated with a common error entry, click the Edit button for the entry and then click the View Examples link at the top of the entry details page. The Common Errors Example Manager will open as shown below.

The above page contains the following parts:

Entry Title	Directly below the Common Errors Example Manager heading
Entry Description	Directly below the entry title.

Example Image	Directly below the description. When you hover your mouse over the image, it is magnified for viewing. Clicking over the image freezes the magnified portion of the image; clicking again unfreezes the image.
Thumbnails	A thumbnail is a reduced sized image of the full image. There is one thumbnail for each image associated with a common error entry. Click a thumbnail to view that image full sized.

Since an example is an uploaded image, the only way to edit examples associated with a common error entry is to add or delete them. Adding them is covered above in Adding a Common Error. To delete an example from an entry, check the Mark for Deletion checkbox associated with the thumbnail of that example; then click the Delete button at the bottom of the page.

When viewing example images, click the Cancel button at the bottom of the page to return to the entry detail page.

6.4 Quit Showing Common Error Entry

When a common error entry has served its purpose, you can remove it from view in two ways:

- Enter a date in the Quit Showing On box on the detail page for that entry
- Click the Quit Showing button on the detail page for that entry

Clicking the Quit Showing button removes the entry immediately.